

DEPARTMENTAL BUDGET INFORMATION BUDGET (12)

MISSION

The mission of the Budget Department is to compile and monitor all necessary financial planning information and make recommendations so that the City Administration can efficiently deliver quality services to preserve the public safety, promote economic development and strengthen the financial base of the City.

DESCRIPTION

The Budget Department is primarily responsible for the preparation of the annual operating and capital improvement budgets and the biennial five-year capital agenda. Critical functions are monitoring City revenues and expenditures throughout the fiscal year, and relating financial activity to the plan expressed by the budget and to the long-term strategic direction set for the City. Development, implementation, and coordination of management information systems are essential to all aspects of financial planning and control. Budget Department staff coordinates city employee travel, employee telecommunications approvals, and perform management audits of City operations as staffing levels permit.

MAJOR INITIATIVES

In 2003, the Annual Public Budget Meetings and Citizen Survey drew over 800 participants. Working with ITS, we piloted a forum and database for automatic capture of surveys taken on the web. Due to technical difficulties and budget constraints, we will probably return to the prior method of survey data capture. We plan to continue this valuable outreach effort in 2004.

Budget staff participates in the interagency committees for the implementation of municipal civil infrastructures. The committee

was integral to the planning for the Administrative Hearings Department. The Budget Director is a member of the Detroit Wayne County Stadium Authority, and Greater Detroit Resource Recovery Authority GDRRA)

We are working with ITS on Private Board Exchange (PBX) to replace centrex in Coleman A. Young Municipal Center, Herman Keifer and Cadillac Towers. In addition to the technology benefits, PBX will allow us to place restrictions on long distance dialing at individual stations.

We implemented i-Tracer to give us on line real time monitoring of the ghost travel accounts. We get requests from agencies for reports, which can now be produced, at our agency specific level.

PLANNING FOR THE FUTURE

We would like to redesign our Executive Budget to make information easier to use. The success of the e-Budget has not reduced the burdens of printing, and staff are exploring other technologies for distribution, storage and retrieval. We also continue to look at ways to increase agency compliance with critical budget development deadlines, such as the submission of agency Requests each December and agency narratives in February.

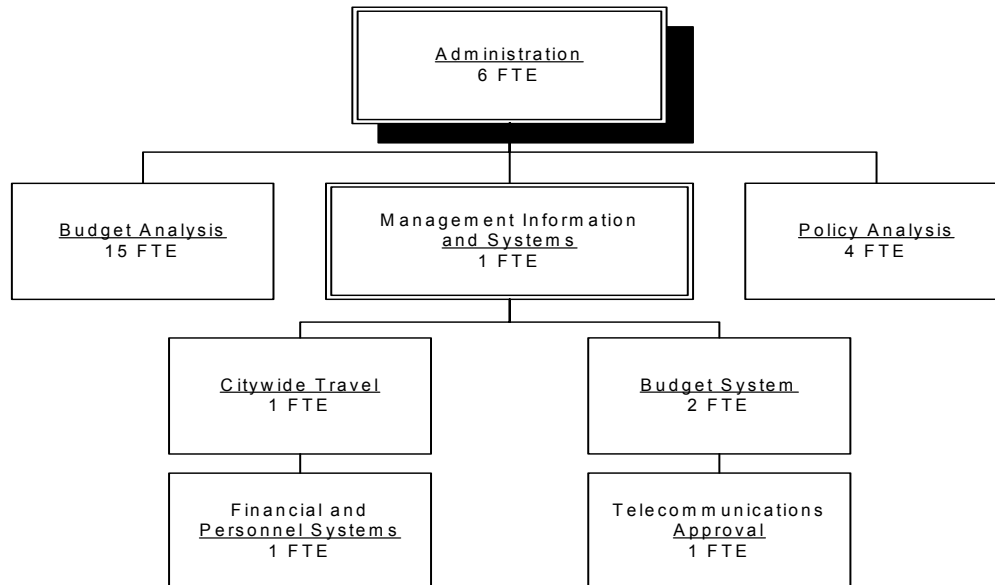
Integrating geographic information systems (GIS) capability into our budgetary planning, in order to assist the administration in the use of administrative districts as tracking and planning tools.

The Budget Department will provide training to department directors and managers on how to effectively monitor

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their budgets throughout the year. To insure timely reporting of financial changes, Budget Department Team Leads will do monthly surplus/deficit reports. It is crucial

during slow economic times to closely monitor expenses and revenues. Budget staff will continue site visits during the year.



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PERFORMANCE GOALS, MEASURES AND TARGETS

Goals: Measures	2002-03 Actual	2003-04 Projection	2004-05 Target
Develop quality departmental and city-wide financial plans: Agencies attending Budget Request Seminar	34	39	42
Monitor conformity of Departmental activities with financial and operations plan: Estimated General Fund expenditures as % actual Team site visits to departments	99% 35	99% 50	99% 75
Assist in the ongoing formulation of the Administration's priorities through systematic communication of quality fiscal analyses: Total citizen participation in the annual citizen budget program Management Audit reports completed	906 5	829 3	1,000 4
Provide efficient, quality and user-friendly services to departments: Average number of days turnaround on Personal Service Contracts Average number of days on personnel letters Average number of days turnaround on Finance/Council letters Average number of days between travel request and approval Department satisfaction ratings (1-5 scale) Personnel letters and requisitions evaluated and processed Council and Finance letters evaluated and processed Personal Service Contracts reviewed, evaluated and processed	14 15 11 6.9 3.8 2,557 436 338	14 8 12 7.4 4.02 1,655 440 340	14 8 11 7 4.0 1,000 440 350

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EXPENDITURES

	2002-03		2004-05		
	Actual	2003-04	Mayor's	Variance	Variance
	Expense	Redbook	Budget Rec		Percent
Salary & Wages	\$ 1,818,391	\$ 1,907,255	\$ 1,837,449	\$ (69,806)	-4%
Employee Benefits	818,360	1,112,509	1,208,686	96,177	9%
Prof/Contractual	46,070	-	10,000	10,000	0%
Operating Supplies	15,048	55,501	59,000	3,499	6%
Operating Services	218,110	228,504	226,381	(2,123)	-1%
Capital Equipment	7,802	-	2,494	2,494	0%
Capital Outlays	8,693	-	-	-	0%
Other Expenses	12,049	8,750	11,100	2,350	27%
TOTAL	\$ 2,944,523	\$ 3,312,519	\$ 3,355,110	\$ 42,591	1%
POSITIONS	30	31	31	-	0%